

**IT Professional Technical Services
Master Contract Program - 902TS**

**Statement of Work (SOW)
For Technology Services
Issued By**

**Minnesota Department of
Employment & Economic Development**

Project Title: JOBZ Automation

Skill Category

Analyst - Business Analyst and Web Applications Specialist-.NET/ASP, both with specific experience SharePoint development and Workflow Automation.

Business Need

The Job Opportunity Zone Program (JOBZ) is a program that collects tax incentive and resulting performance information on enrolled companies. The information is compiled into reports for the legislature and areas related to economic growth reporting. The current method of collecting the JOBZ information relies heavily on paper-based forms faxed or mailed to DEED's office. The data is then manually entered into spreadsheets and/ or other systems for analytical processing and report generation. The system of reminding the participants to report their information is also a manual system. An automated system is desired to significantly expand efficiencies and drive down DEED costs and provide a more reliable and consistent solution.

Vendor will be contracted to build a pilot project taking the 2009 JOBZ data and analyze it through a SharePoint data, collaboration, and reporting site to establish an analytical programming and reporting process baseline that can be reused in future implementations.

Project Deliverables

Phase 1: JOBZ Requirements Definition and Analysis Phase Deliverables:

- Current State Workflow Process Model
- Future State Workflow Process Model defining long term and short term needs
- Gap Analysis including technology recommendations
- Final report including all recommendations

Phase 2: JOBZ Analysis/Reporting Engine Phase Deliverables

Using 2009 JOBZ data:

- SharePoint JOBZ Data Analysis and Reporting Engine
- Wages by Region Reports
- Industry by Region Reports
- Job Goals by Region Reports

- Jobs by Region Reports
- Report by County Reports
- Incomplete Employer Data Reports
- Missing Critical Data Report
- Delinquent Employer Report

Phase 3: Workflow Automation, Security, Administration Phase Deliverables

- SharePoint workflow automation
 - Enrolling companies application process
 - Application approval process
 - Enrolled companies annual reporting
 - Email notifications (upcoming deadlines, late notices, enrollment acknowledgements)

Contract Type

This project will be completed under a fixed bid contract.

Project Schedule

We anticipate this project will start on or about **February 1, 2010**. Project end date will depend on vendor proposals, but estimates are as follows:

- The timeframe to complete Phase 1 work is estimated to be less than 8 weeks assuming DEED team members are available in a timely manner.
- The timeframe to complete Phase 2 work is estimated to be less than 10 weeks presuming the DEED team members are available in a timely manner. Much of this phase can be run in parallel with the Phase 1.
- The timeframe to complete Phase 3 work is estimated to be less than 10 weeks presuming the DEED team members are available in a timely manner. Some of this phase can be run in parallel with the earlier phases.

Agency Project Requirements

- Work will be completed at DEED's First National Bank offices in St. Paul, MN between normal business hours of 8:00 am to 5:00 pm, excluding holidays unless other arrangements are agreed to by the vendor and DEED.
- Project must be registered with the Project Management Office at commencement.

Responsibilities Expected of the Selected Vendor

- Project Documentation
- Training/ knowledge transfer
- Project work plan and regular status reports
- Follow formal Change Control procedures

Required Skills (These are to be scored as pass/fail requirements)

- Minimum four years SharePoint experience (Web Application Specialist)
- Minimum two years SharePoint experience (Analyst – Business)
- Minimum four years Workflow Automation experience (Web Application Specialist)
- Must have developed over 100 SharePoint sites related to solving business process issues (Web Application Specialist)

- Must have five years solving business process reengineering experience in State and Federal agencies (Web Application Specialist)

Desired Skills

- Demonstrated success communicating with and collaborating across a variety of audiences, including business people and technologists
- Strong problem solving, logical thought processes and analytic abilities
- Excellent verbal and written communication skills
- Proven listening, facilitation and negotiation skills
- Prior experience with Minnesota State systems
- Relevant Bachelor's degree

Process Schedule

Proposals due	<i>Friday, January 22, 2010, 3:00 PM, CST</i>
Anticipated proposal evaluation begins	<i>Monday, January 25, 2010</i>
Potential vendor interviews	<i>Week of January 25, 2010</i>
Anticipated decision	<i>Friday, January 29, 2010</i>

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by **4:00 pm, CST**, on **Wednesday, January 20, 2010** to:

Kathleen Hertenstein, Sr. Project Manager
Email Address: Kathleen.hertenstein@state.mn.us

Responses will be directed to the vendor requesting the information and posted on OET Master Contract site.

Other persons ARE NOT authorized to discuss this SOW or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

SOW Evaluation Process

Each section of the vendor responses will be evaluated / scored by an evaluation team of DEED employees. If a resource being submitted does not meet the Required Skills noted above, they will be removed from further consideration/evaluation.

- Experience (required skills) (50%)
- Desired skills (20%)
- Cost (30%)

The next section will point out more clearly how responses should be formatted and how they will be scored.

Response Requirements

Please adhere to noted page limits. Failure to do so may result in a material failure of the proposal and the vendor's proposal may be taken out of consideration. Font should be no smaller than 10 pt and pages should have 1" margins on all sides.

Section 1: Cover page with only the following information (limit one page):

Vendor Company Name

Address
City, State, Zip
Company Contact Person
Contact person's email & phone information

Analyst – Business Resource Name
Web Applications Specialist-.NET/ASP Resource Name

Section 2: For each resource being submitted for consideration, provide the following:

- a. For **SharePoint and Workflow Automation experience ONLY**. (limit of 2 pages per resource) *This section will be used to score Experience and Desired Skills.*

Company Name when resource did this work
Company Address
Company Contact Person who can speak to this resource's work on the project
Company Contact Person's Phone/email
SharePoint sites developed (Remember, you must have developed at least 100 SharePoint sites related to solving business process issues.)
Describe the SharePoint or Workflow Automation project done for this company by the resource.

- b. Total hours estimated to complete this project, hourly rate for each resource, and total cost for this project (hours x hourly rate). Travel and expenses will NOT be paid for this project. (limit 1 page) *This section will be used to score Cost.*
- c. A complete resume for the two resources to include past 10 years (limit 2 pages per resource). *This section will be used to score Experience and Desired Skills.*

Section 3: State Forms - Required forms to be returned or additional provisions that must be included in proposal. See General Requirements Section below for more information.

- a) Conflict of Interest Statement
A statement certifying there are no known conflicts of interest with respect to this project, or if known, identification of those situations that may present an actual or potential conflict and how the contractor proposes to avoid the potential conflict.
- b) Affirmative Action Certificate of Compliance
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- c) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
- d) Immigration Status Certification
<http://www.mmd.admin.state.mn.us/doc/immstatcert.doc>
- e) Location of Service Disclosure
<http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc>
- f) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- g) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Response Submission Instructions

- Responses must sent via email to the following **email address** no later than **3:00 pm CST, Friday, January 22, 2010**, and should be addressed to:

JOBZ Automation Project

Attn: Kathleen Hertenstein

Minnesota Department of Employment & Economic Development

1st National Bank Building

332 Minnesota St., Suite E200

St. Paul, MN 55101

Kathleen.hertenstein@state.mn.us

- Project Manager will confirm receipt of your proposal.
- DO NOT include marketing materials or any other information not requested.
- DEED reserves the right to determine if in person or phone interviews for candidate interviews are required.
- DEED will NOT be conducting a reverse auction for this SOW.

General Requirements to Understand Before Submitting a Response

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this SOW, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Laws of Minnesota, 2009, Chapter 101, Article 2, Section 56, eligible certified veteran-owned and eligible certified service-disabled veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses should complete the Veteran-Owned/Service Disabled Veteran-Owned Preference Form in this solicitation, and include the required documentation. Only eligible, certified, veteran-owned/service disabled small businesses that provide the required documentation, per the form, will be given the preference.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be currently certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at <http://www.vetbiz.gov>.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.